Video Transcript for Module 1c: How to create tables in excel.

Hi guys,

So, how do we create a table.

In this movie I will be working with the case file sugar factory and you can see that from my data page we have some info about the sales transactions for the sugar factory.

And just quickly going through this info we can see that we have about 9 columns of different dimensions within this data set and in terms of the records we have over 7000 records.

So this info is currently laid out in just in the Microsoft spreadsheet mode and now to convert this into a table there a number of ways to do that and I am going to show us different options very quickly.

The first step you want to do is to ensure that the rules we have talk about in the previous movie are being adhered to. So, single row for heading, no empty columns, no empty rows, consistent data types among the different columns within the table and then avoiding any sub-total or grand total within the data set.

With that in mind, we can put our cursor in any part of the table you can choose any cell, easy to choose the first cell within the record and once you have done this you go into the insert tab at the top of the screen and choose the table function. And you can see very clearly that the shortcut for this is Ctrl + T and if you are using a mac system, that will be Command + T.

Once you click on Ctrl+ T, the system automatically figures out where the entire data sits and you can see the range selected is from D12 to D7000 +; another interesting thing you will notice is that the box for my table has headers has been checked and this by default, the system assumes that the first row like we mentioned is the heading row and now that's the case in our own scenario so we can simply click on OK.

So, very quickly to create the table, we see that all we need to do is make sure

that all the rules have been complied with and then you put the cursor within the data set go into the insert tab and simply choose table or press Ctrl + T.

Now, whenever you create a table, you'll notice that a table design tab comes up and it's always good to go into that tab and rename the table so that its easier for you to identify the information when you get into advanced analytic step.

So, let's quickly rename this table sales, we can call it sales_DB. DB for data base and then press the enter key.

And that's how you create a table.

See you in the next movie.

